State of North Dakota List Administrators Instructions

NōtiFind™

Delivering Powerful, Precise Crisis Communications

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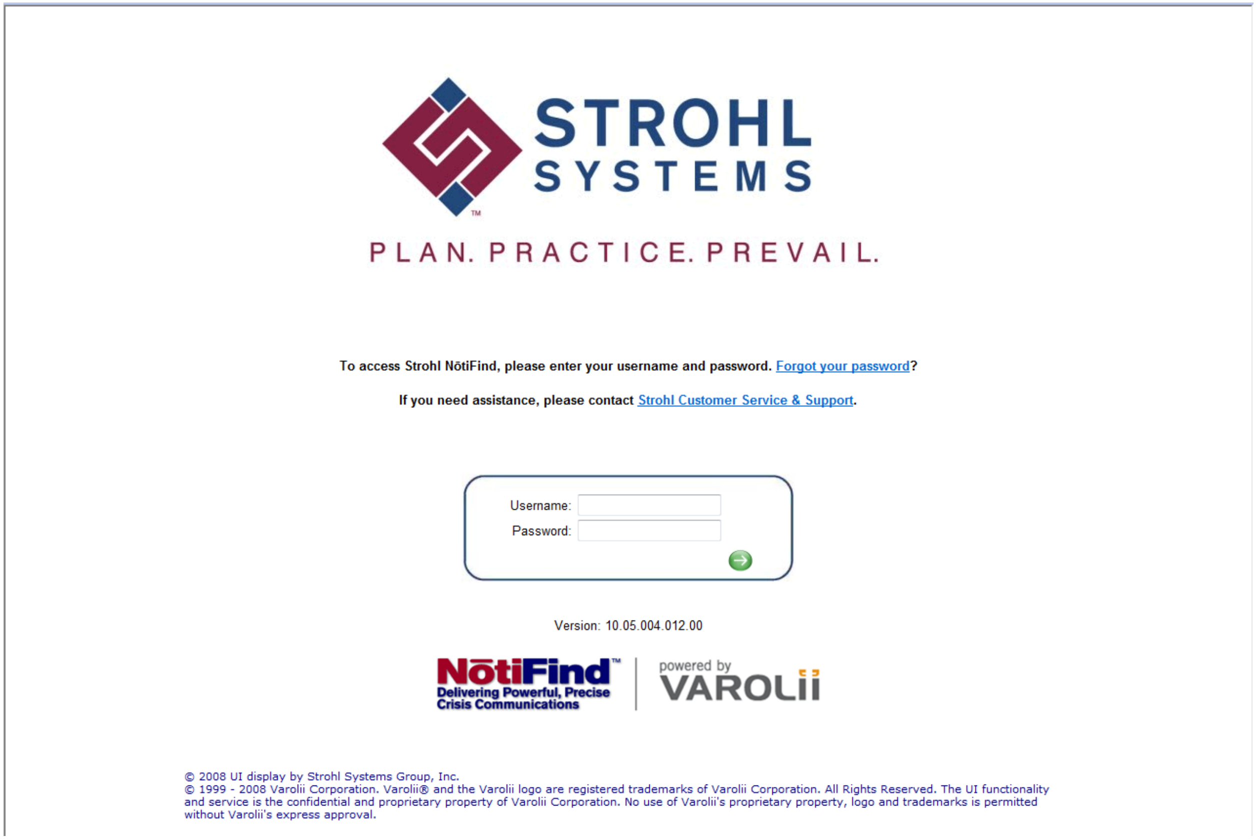
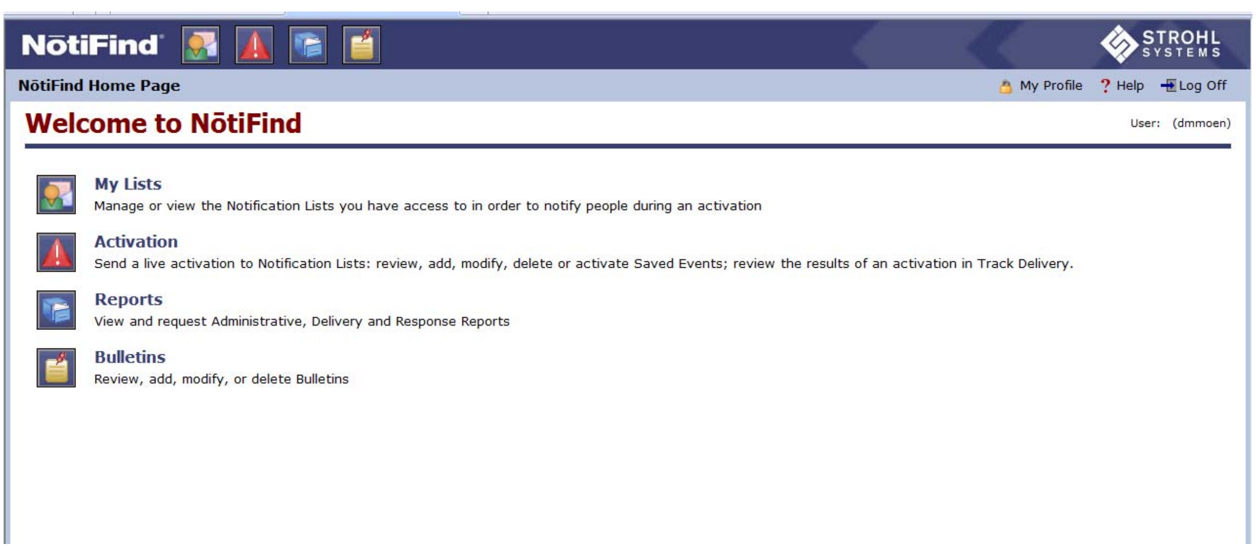
NOTIFIND

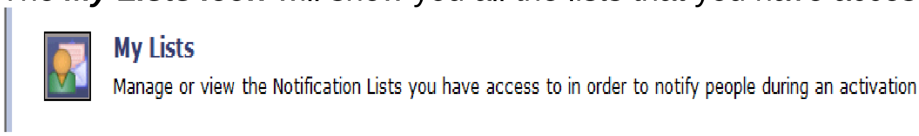
Go to www.notifind.net/ND to login to NotiFind.



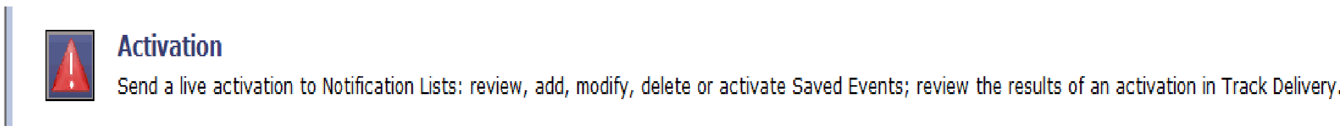
Below is the screen you will see when you have successfully logged into NotiFind.



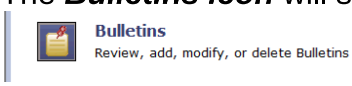
The ***My Lists icon*** will show you all the lists that you have access to.



The ***Activation icon*** allows you to activate the system, create saved events, and track delivery.



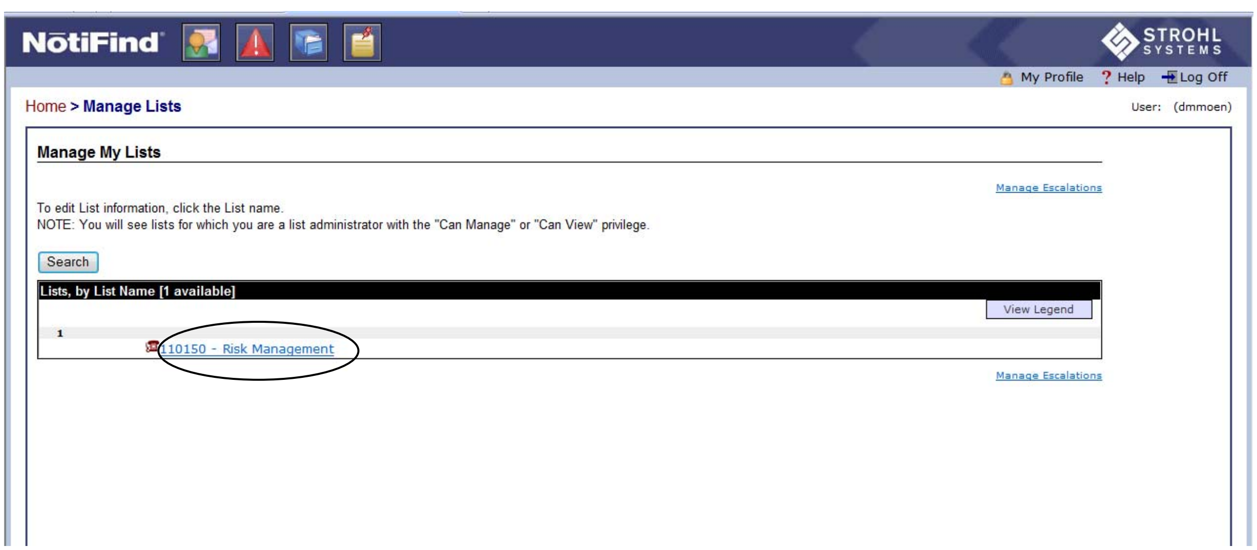
The ***Bulletins icon*** will start the process of posting a message.



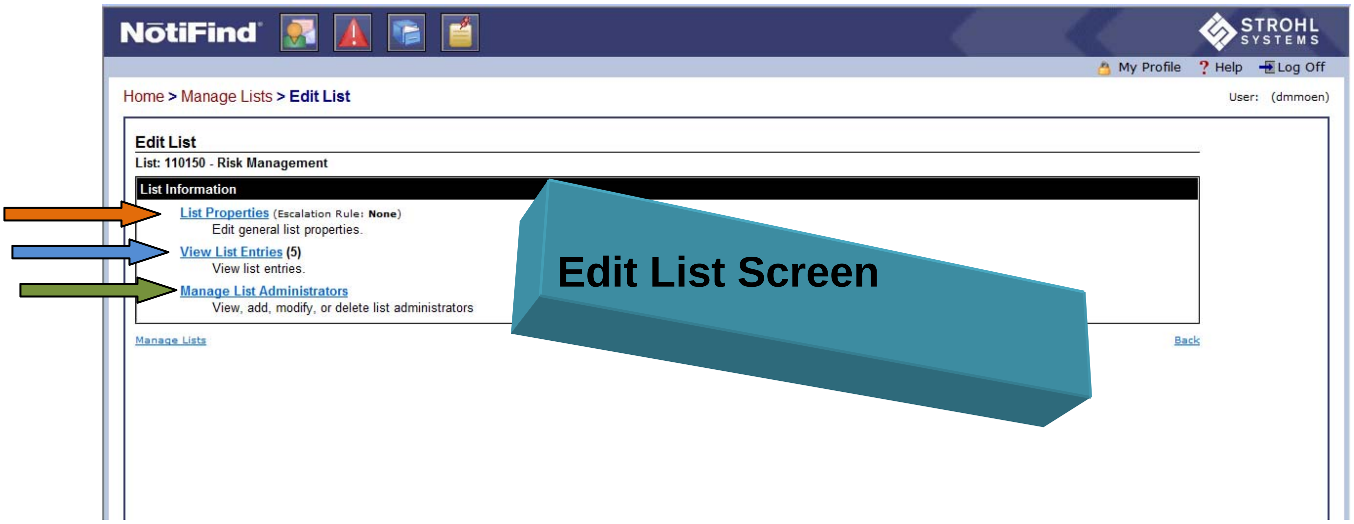
The following instructions will show more detail of each icon.

MY LISTS ICON

Below are the lists this account has access to. Next click on the blue link to manage your call list.

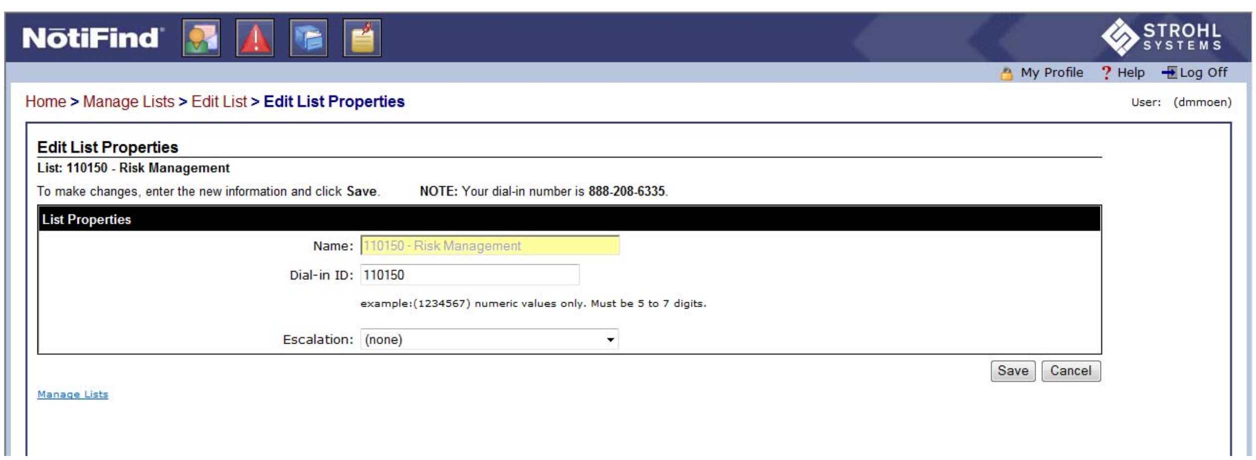


Next click on List Properties.

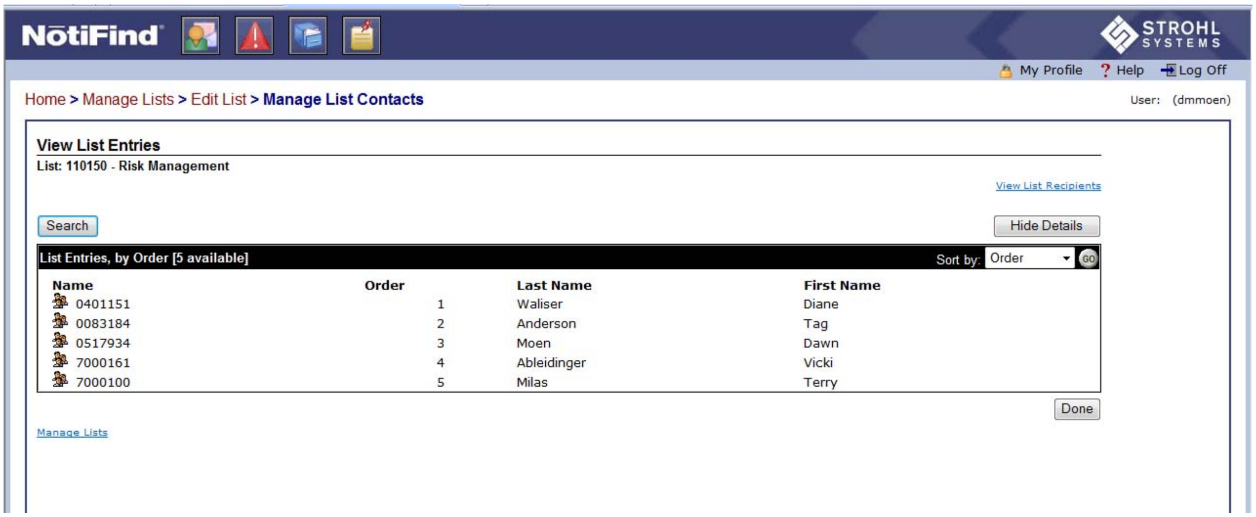


In List Properties, you will see the name of your call list. You can also set a Dial-in ID which will be used if you activate the system via the phone. It is recommended you set a Dial-in ID that is easy to remember. Then you have the option to choose an Escalation. If your entity is in need of their own escalation rule, contact the NotiFind administrator to set that up for you.

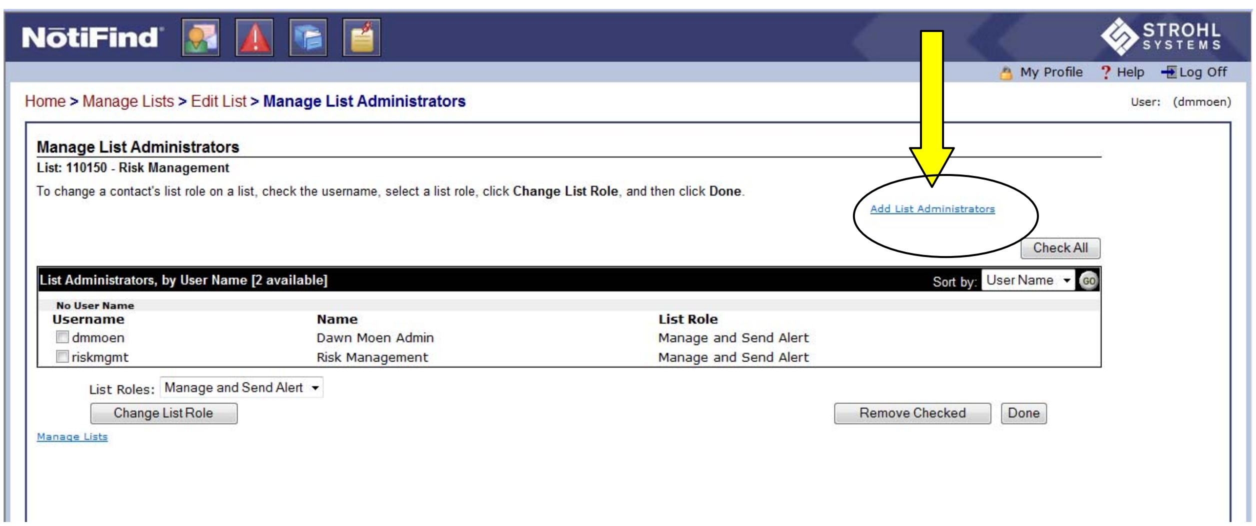
*Escalations rules define a sequence of a message delivery to devices, individuals, or notification lists in list order, after a specified amount of time, or to fill a quota.



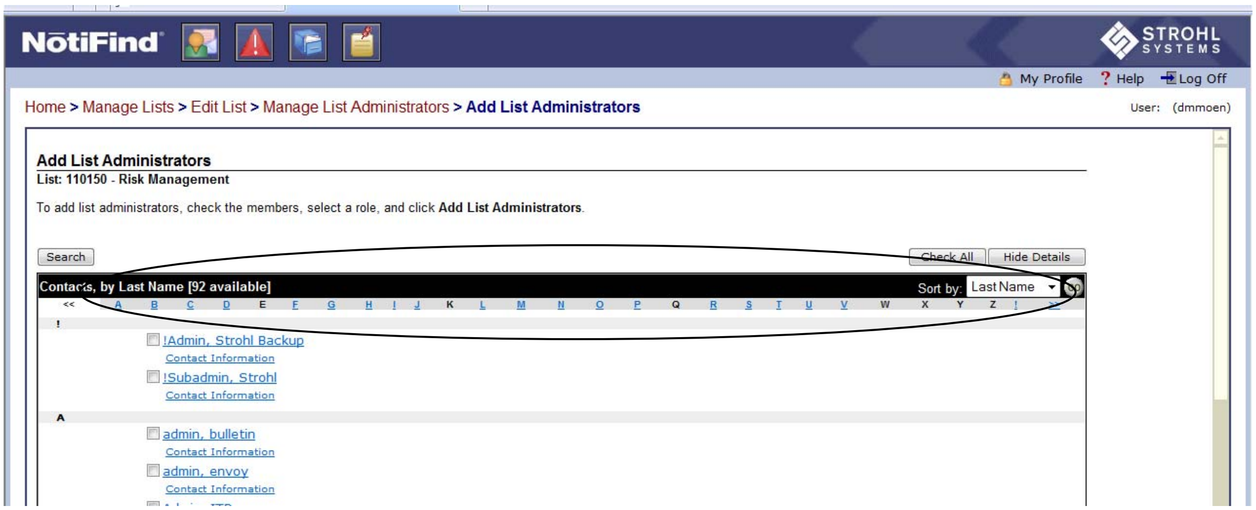
Refer back to the Edit List Screen. Next click on View List Entries and you will be available to identify who will be contacted.



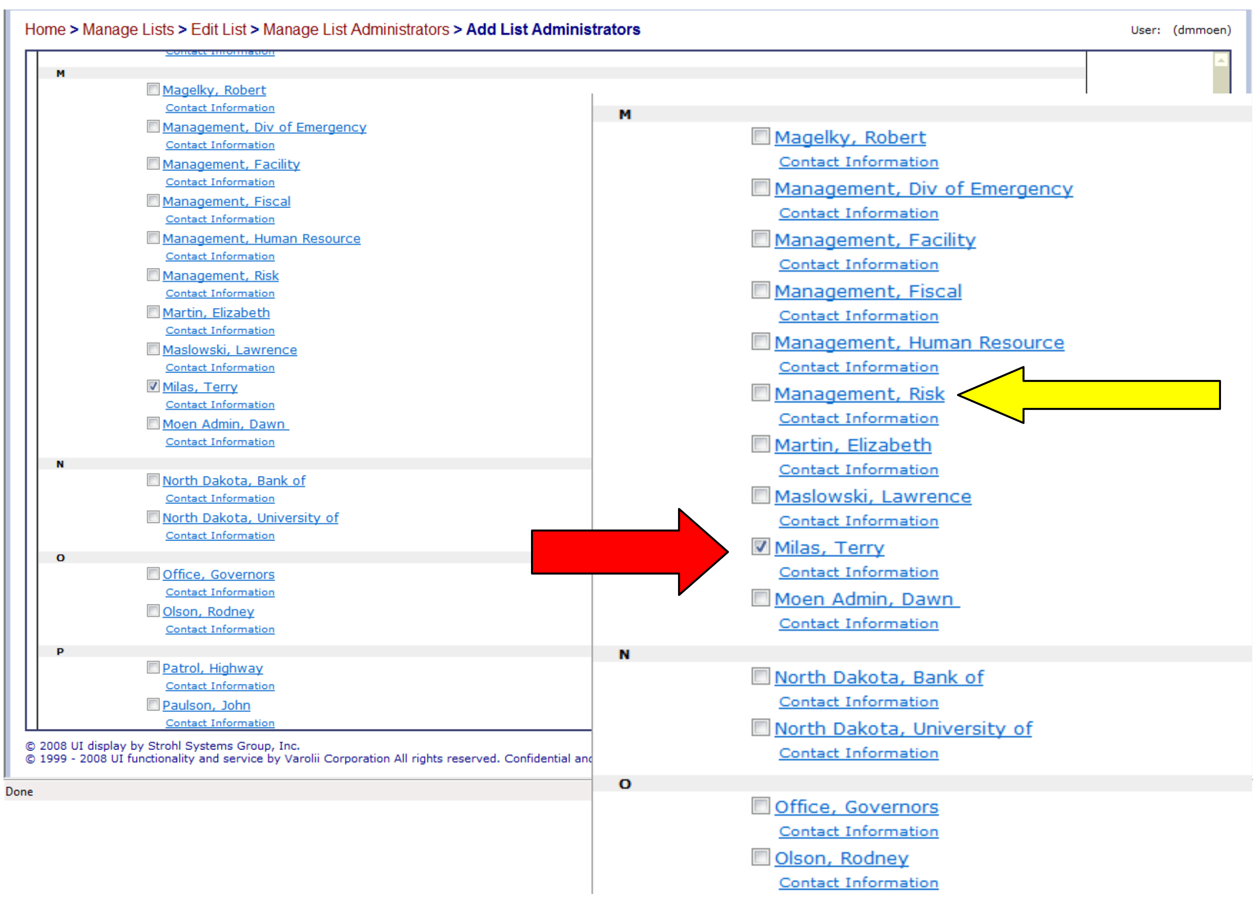
Refer back to the Edit List Screen. Click on the Manage List Administrators. The screen shown below will show you who is set as a List Administrator for your call lists. If you need to add a list administrator, click on Add List Administrator.



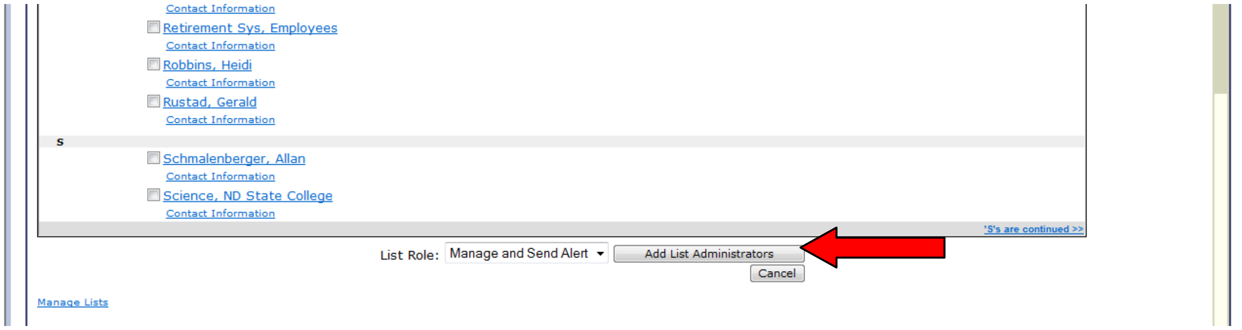
For this example, I am going to add Terry Milas. So I would click on the “M”.



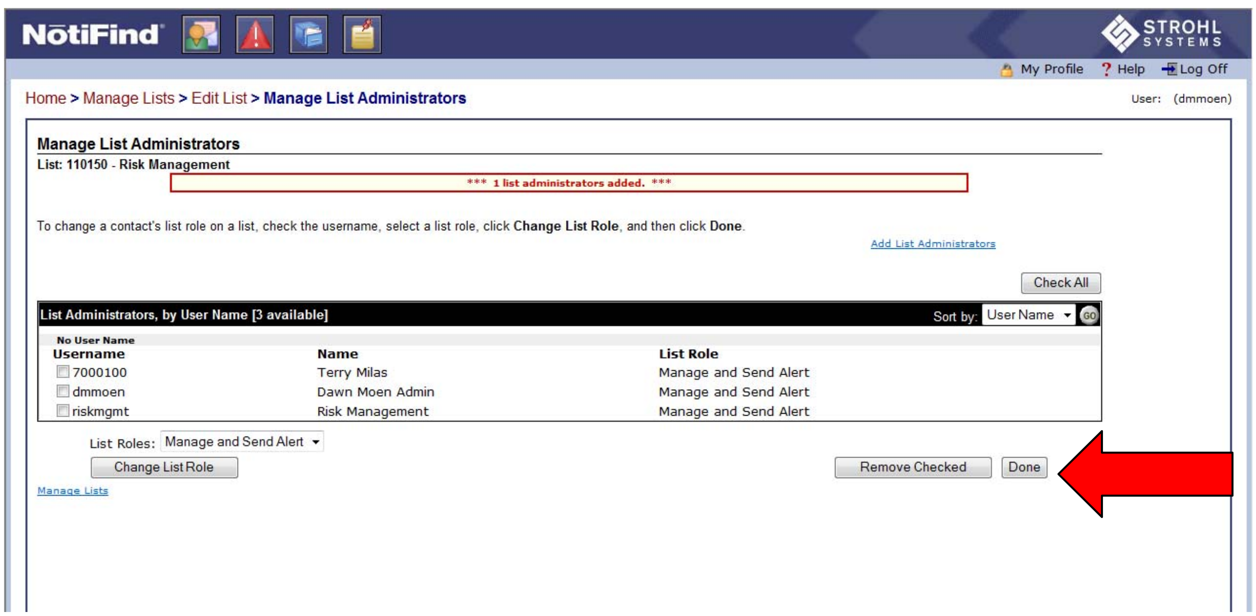
Place a check mark next to the administrator account you want to add. You will notice the account for Risk Management is found under the “M” as well because the First Name was entered as Risk and the Last Name was entered as Management.



Then click on Add List Administrator.

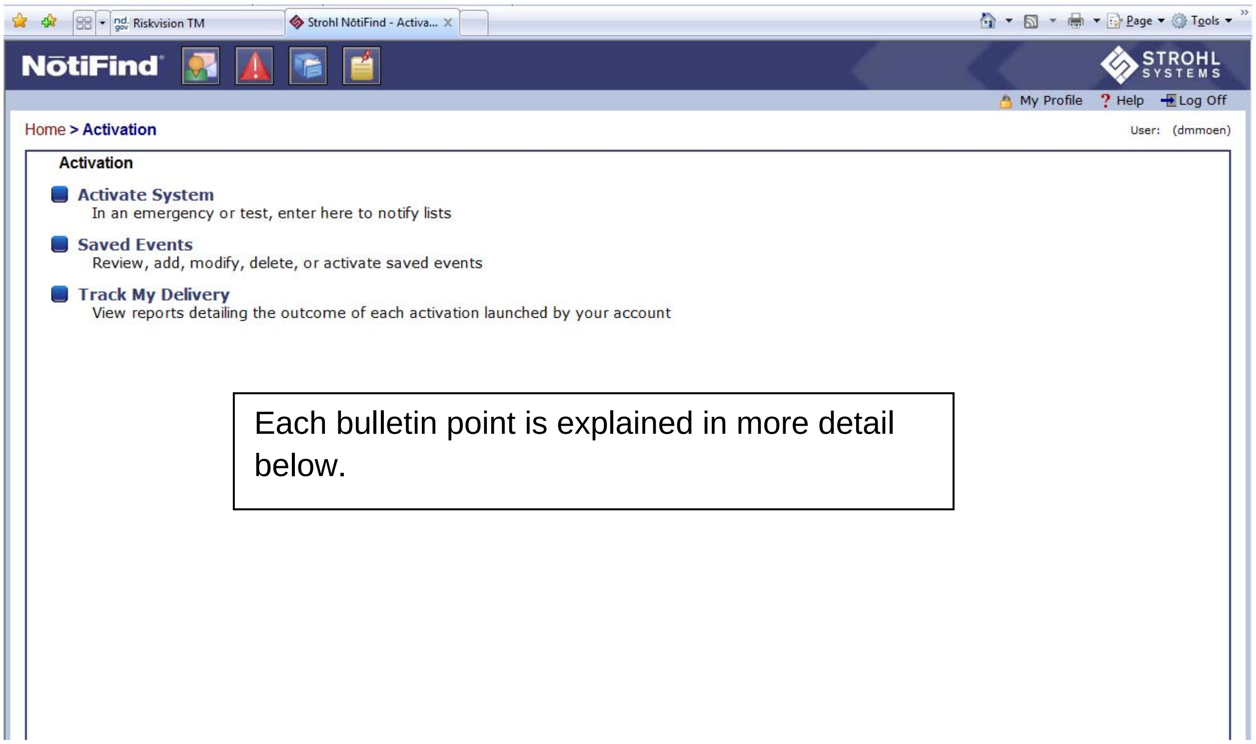


Then the program will confirm the addition of a list administrator. Then click Done.

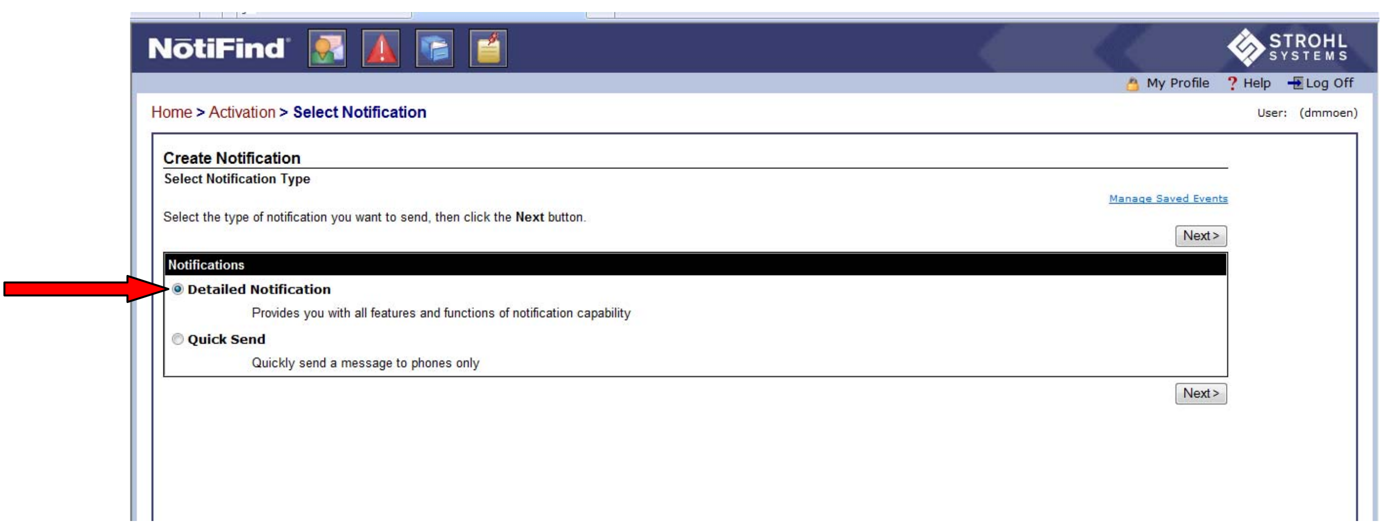


ACTIVATION ICON

Click on the Activation icon. Then chose Activate System.

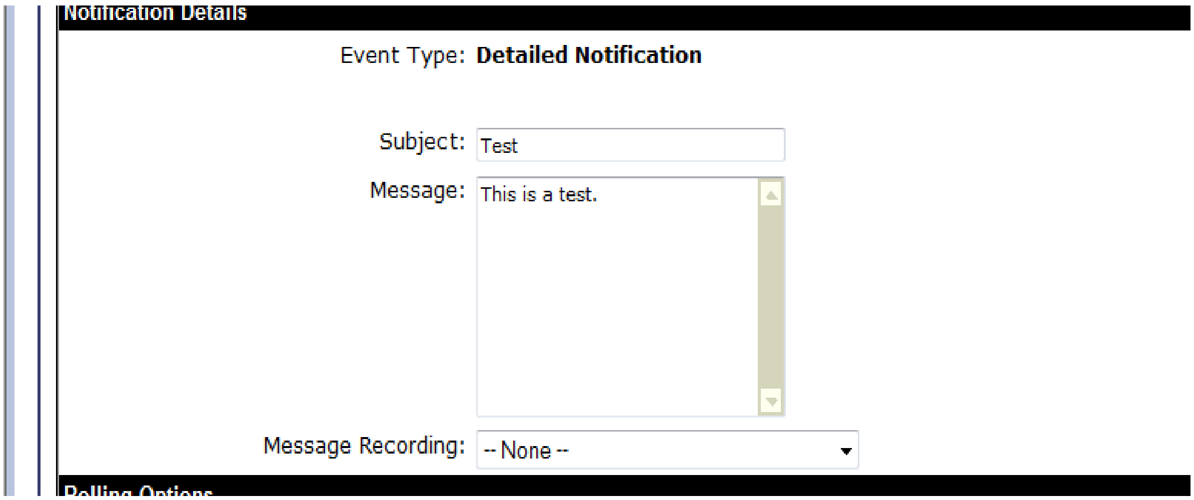


The instructions will first show you how to activate the system using the Detailed Notification. Make sure the there is a blue dot next to Detailed Notification and click Next.



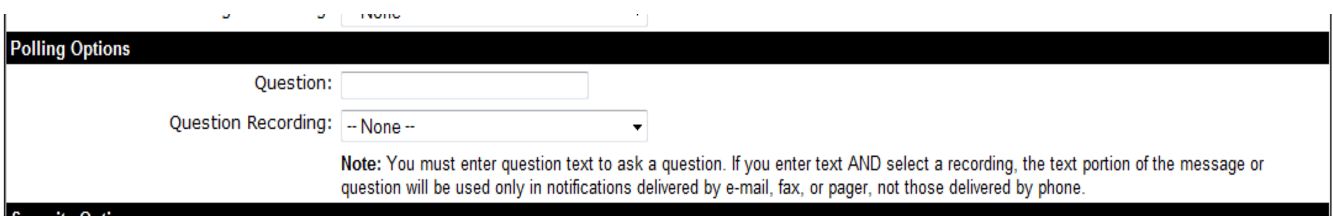
Under Notification Details:

- Fill in the Subject
- Type the message you would like your recipients to receive.
- Message Recording: NONE *(If you have a message recorded, then you can select it here. If you would like to record a message, contact your administrator)*

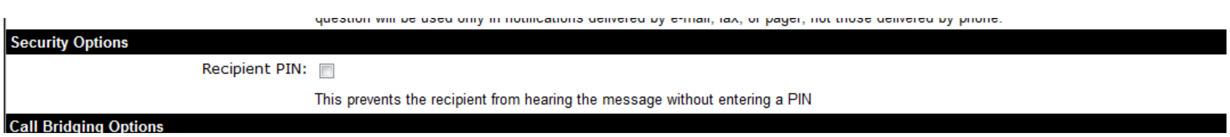


Under Polling Options: use this option if you would like to ask your recipients a “yes” or “no” question.

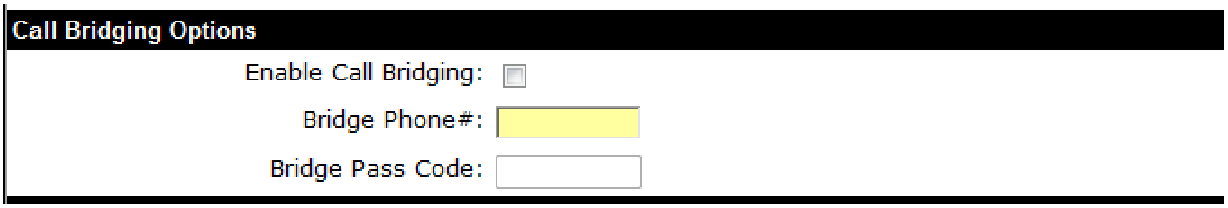
- Enter the question (optional)
- Question Recording: NONE ((*If you have a question recorded, then you can select it here. If you would like to record a question, contact your administrator)*



Under Security Options: You can put a check mark next to Recipient Pin. If a message is left for one of your recipients, then when they call back into the system it will require them to enter a pin. All pins for the State of North Dakota are your employee ID.

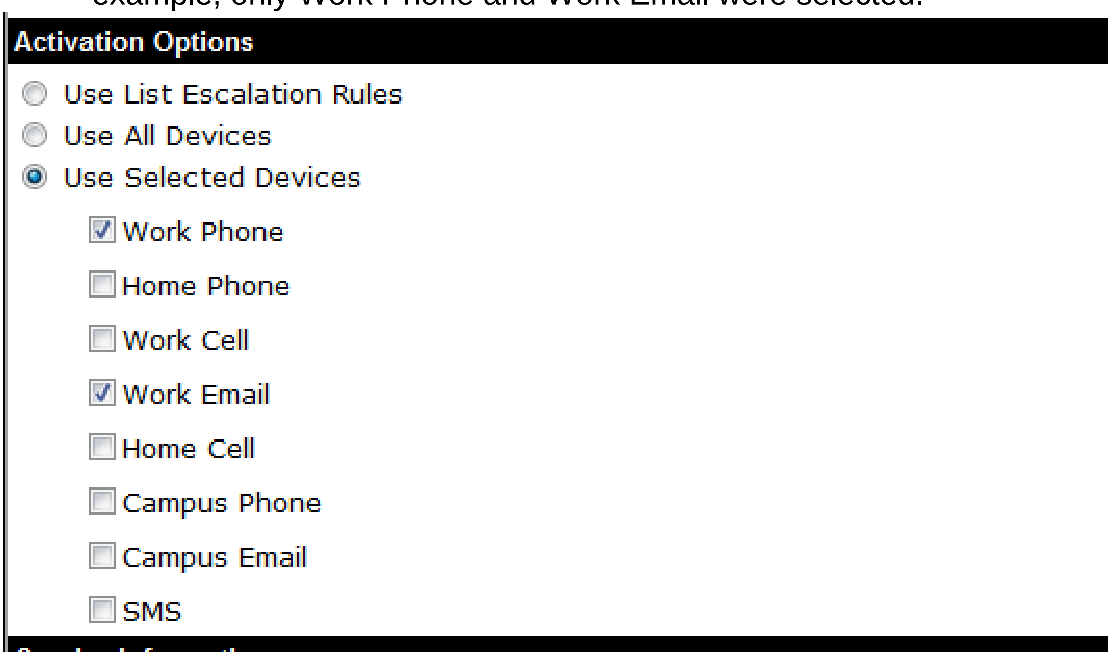


Under Call Bridging Options: If you have a determined conference call line set up for your entity and you want your recipients to call in to have a conference call, this is the section to enter that information. In order to select this option, will need to place a check mark next to Enable Call Bridging, and then enter the bridge number and the bridge pass code.



Activation Options:

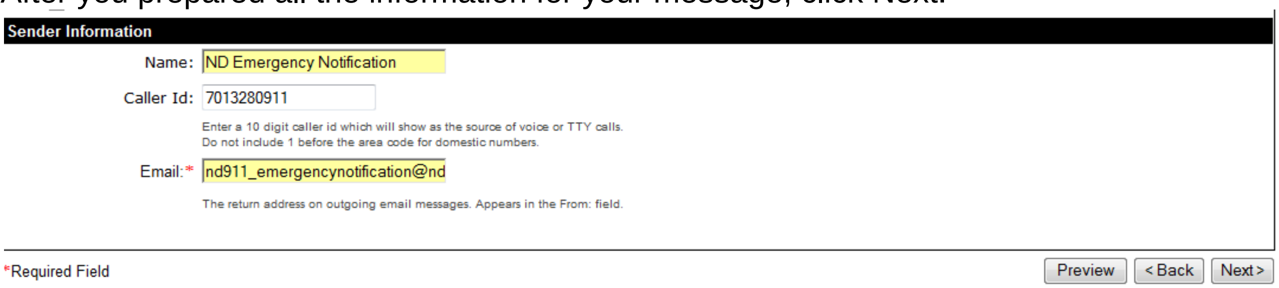
- Use List Escalation Rules which can be set for a particular call lists.
- Use All Devices (including Work Phone, Home Phone, Work Cell, Work Email, Home Cell, Campus Phone, Campus Email, and SMS (text messaging)).
- Use Selected Devices; select any of the devices listed to notify. For this example, only Work Phone and Work Email were selected.



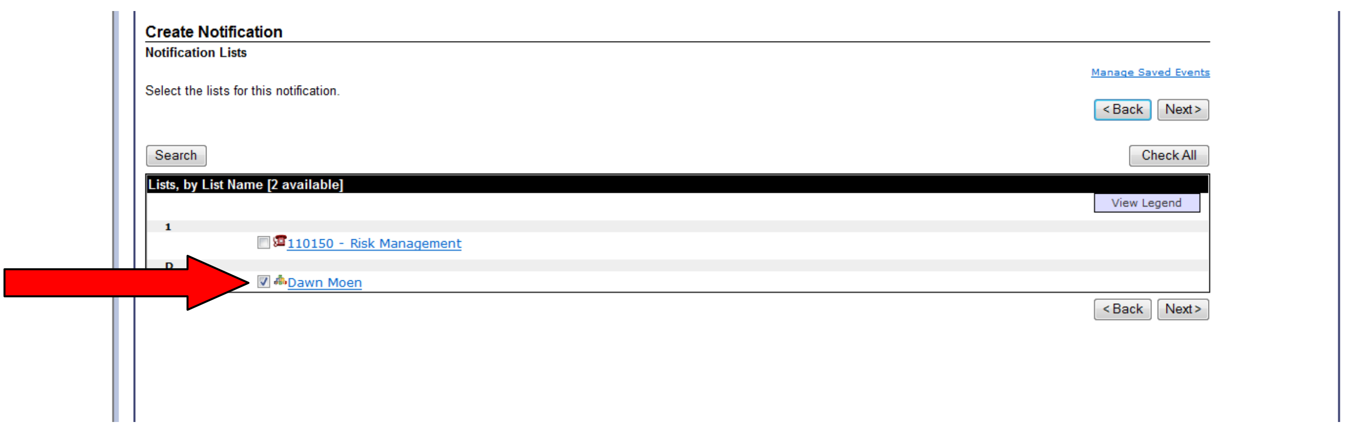
Sender Information:

- Name is pre-determined. If you wish to change the name note that it will always default back to ND Emergency Notification.
- Caller ID: 7013280911 – Make sure every employee is aware of this number. IT IS RECOMMENDED THAT YOU **DO NOT** CHANGE THIS NUMBER. This number has been designated for NotiFind specifically. This number will always default to 701-328-0911.
- Email: nd911_emergencynotification@nd.gov – Make sure every employee is aware of the email address. IT IS RECOMMENDED THAT YOU **DO NOT** CHANGE THIS EMAIL ADDRESS. This email has been designated for NotiFind specifically.

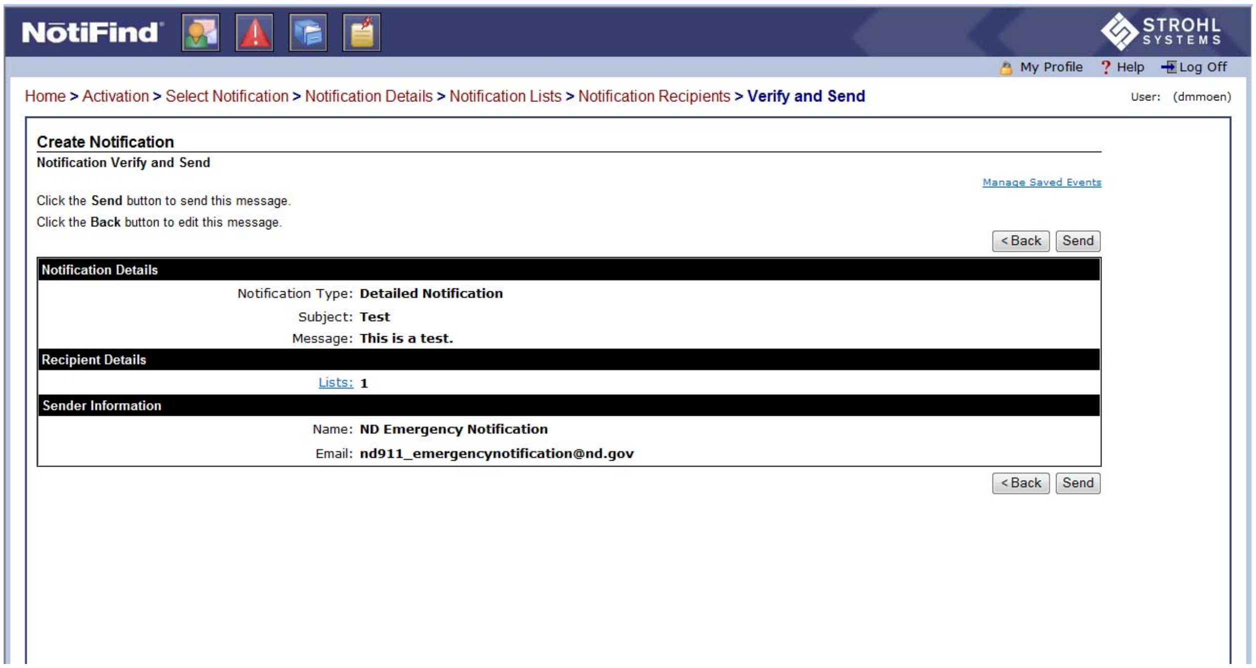
After you prepared all the information for your message, click Next.



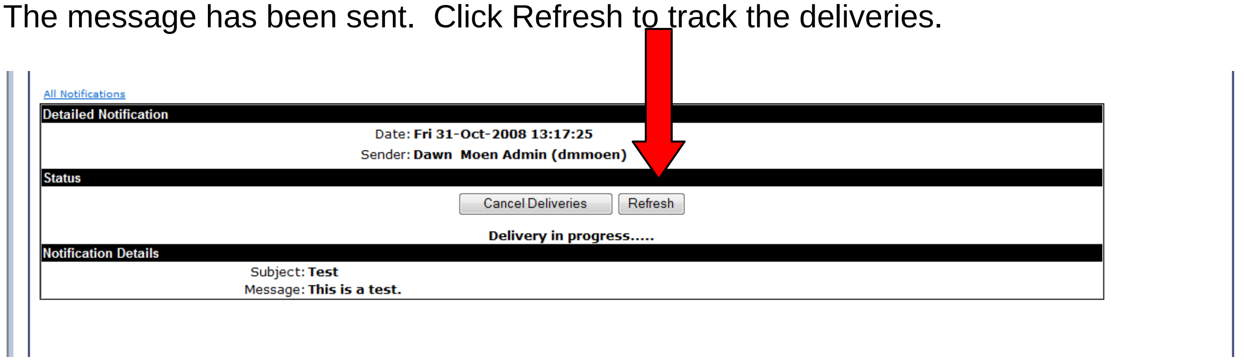
Next put a check mark next to the list you wish to receive your message.



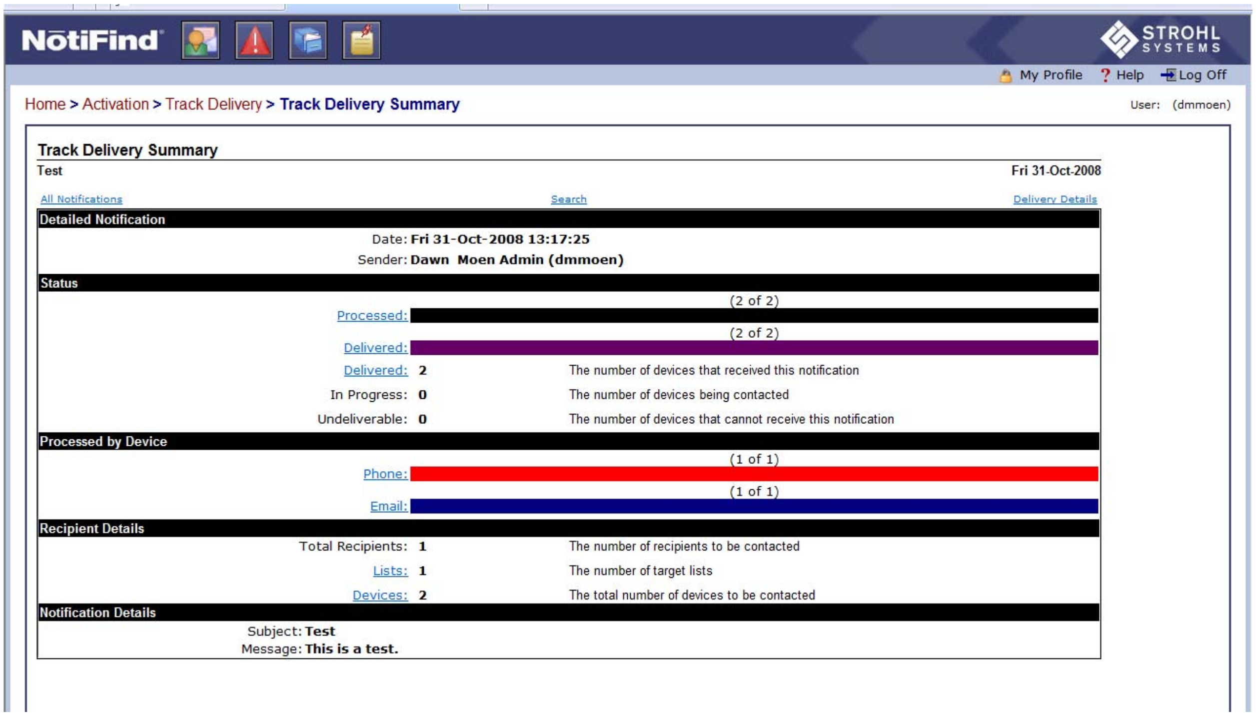
Verify the information and then click Send.



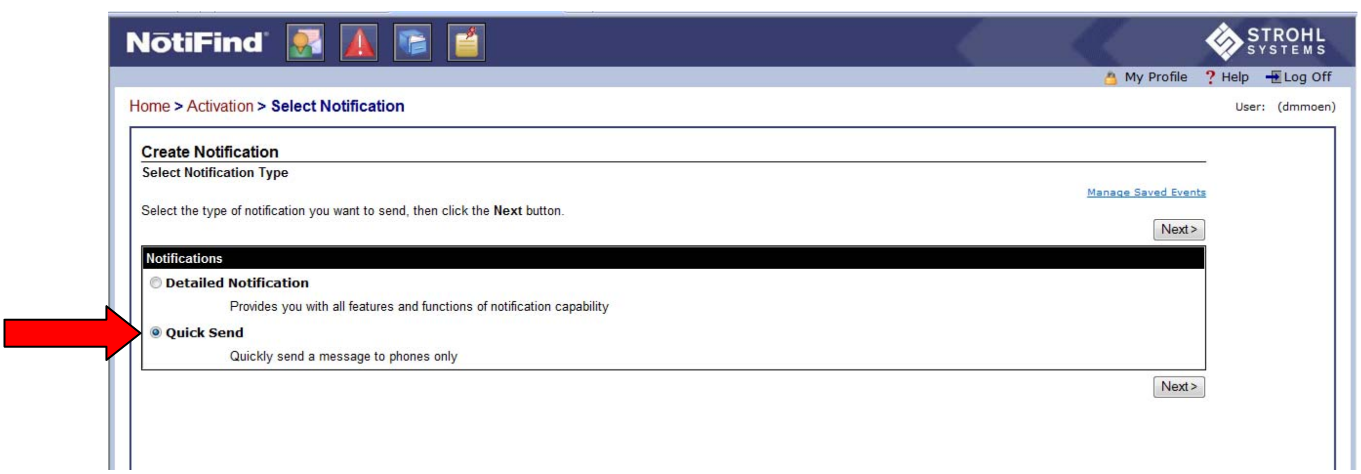
The message has been sent. Click Refresh to track the deliveries.



Below is an example of what the Delivery Summary will detail.

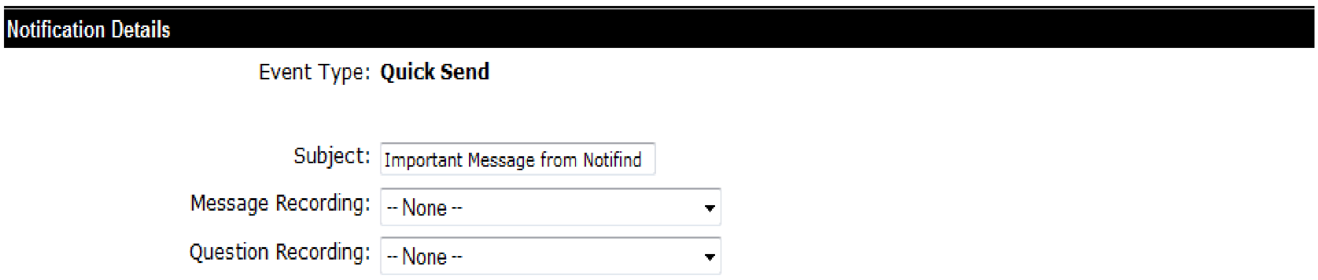


To send a Quick Send Notification – make sure the blue circle is next to the Quick Send option. You are only allowed to use recordings and phones for this option.

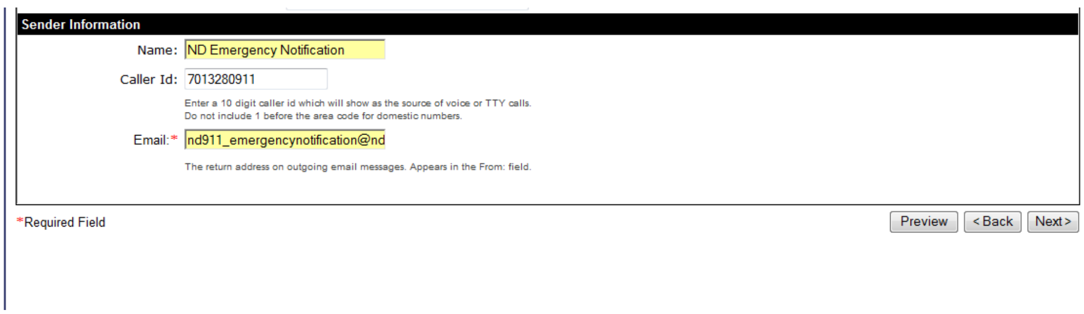


Notification Details:

- Enter a Subject
- Message Recording: choose a recording
- Question Recording: choose a question (optional)

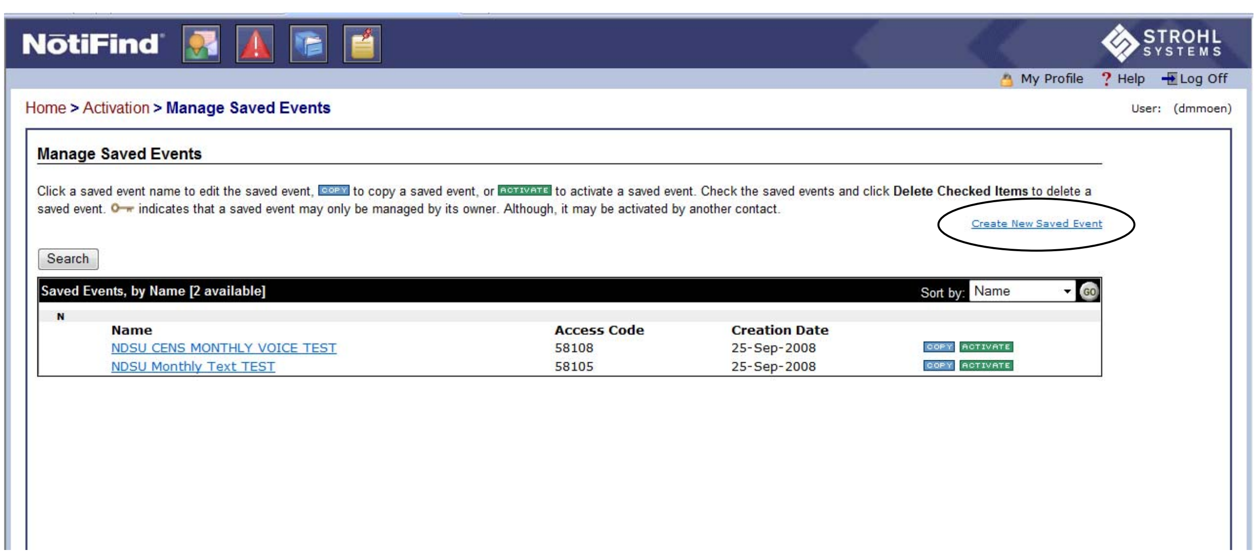


Then it shows the Sender Information. For more information, go back to the Detailed Notification section of this manual.

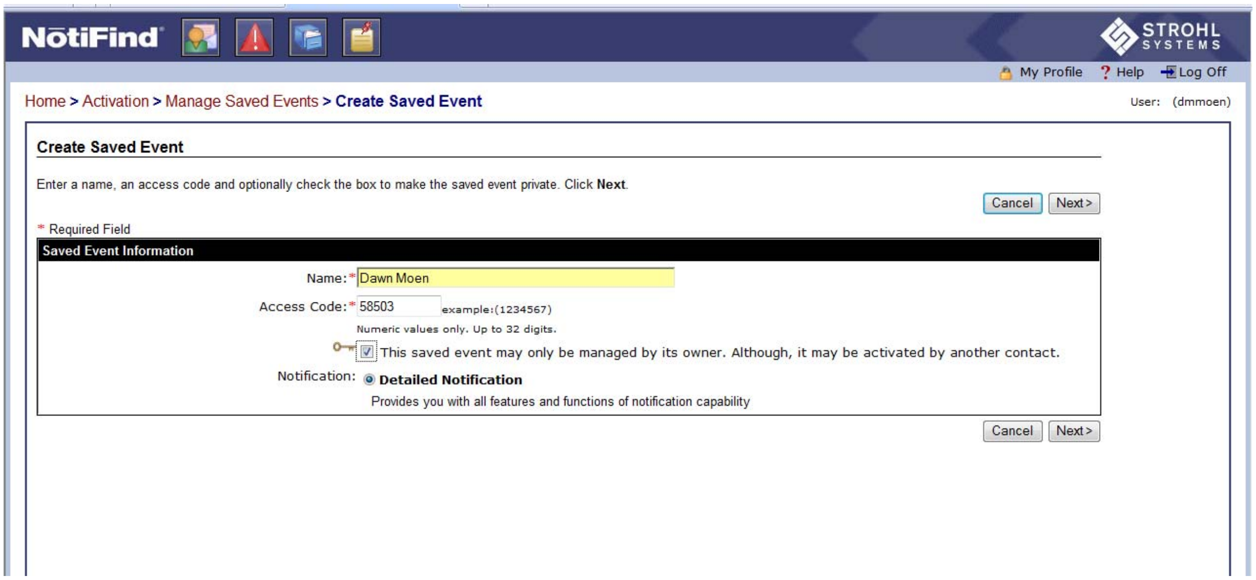


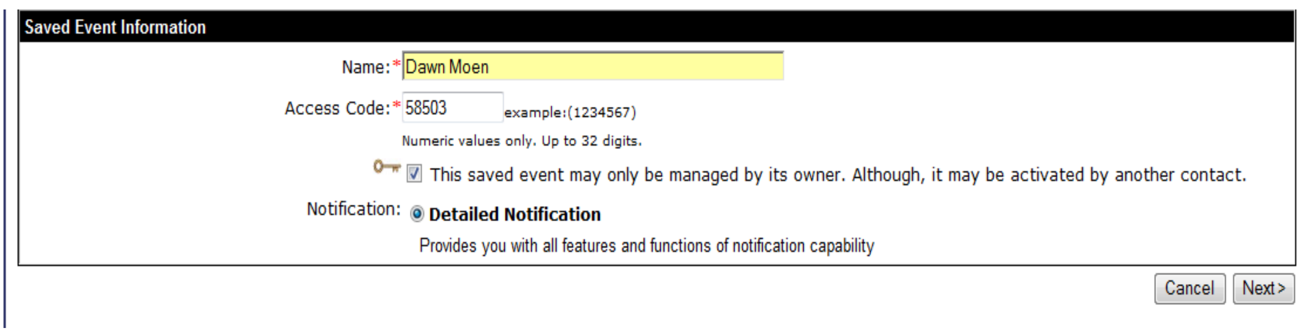
You will click Next to select your recipient list and activate the system. For more detailed instructions, please see the Detailed Notification section of this manual.

Under the Activation icon, you have the option to create saved events. Click Save Events and then Create New Saved Event.



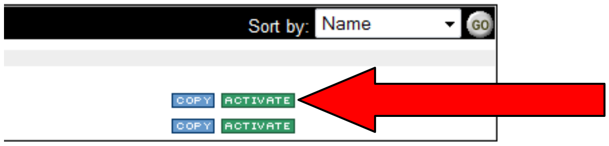
Enter the name of the list. It is recommended that your entity name is used in some form for the name of the saved event. Then you will need to enter an access code for activating via the phone. Use a number that will be remembered easily.



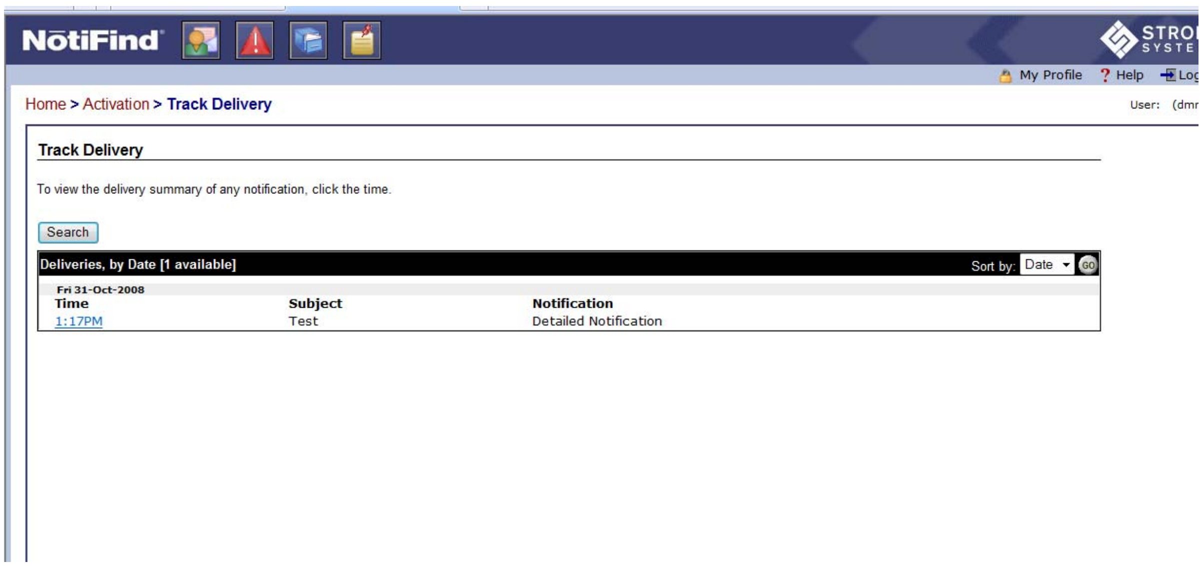


The wording next to the Key is very misleading. "*This saved event may only be managed by its owner. Although, it may be activated by another contact*." It is saying that if you put a check mark next to the key, this will prevent anyone from seeing or activating your saved event. Not even an administrator can see your saved event. If you create a saved event, it is recommended that you use this feature.

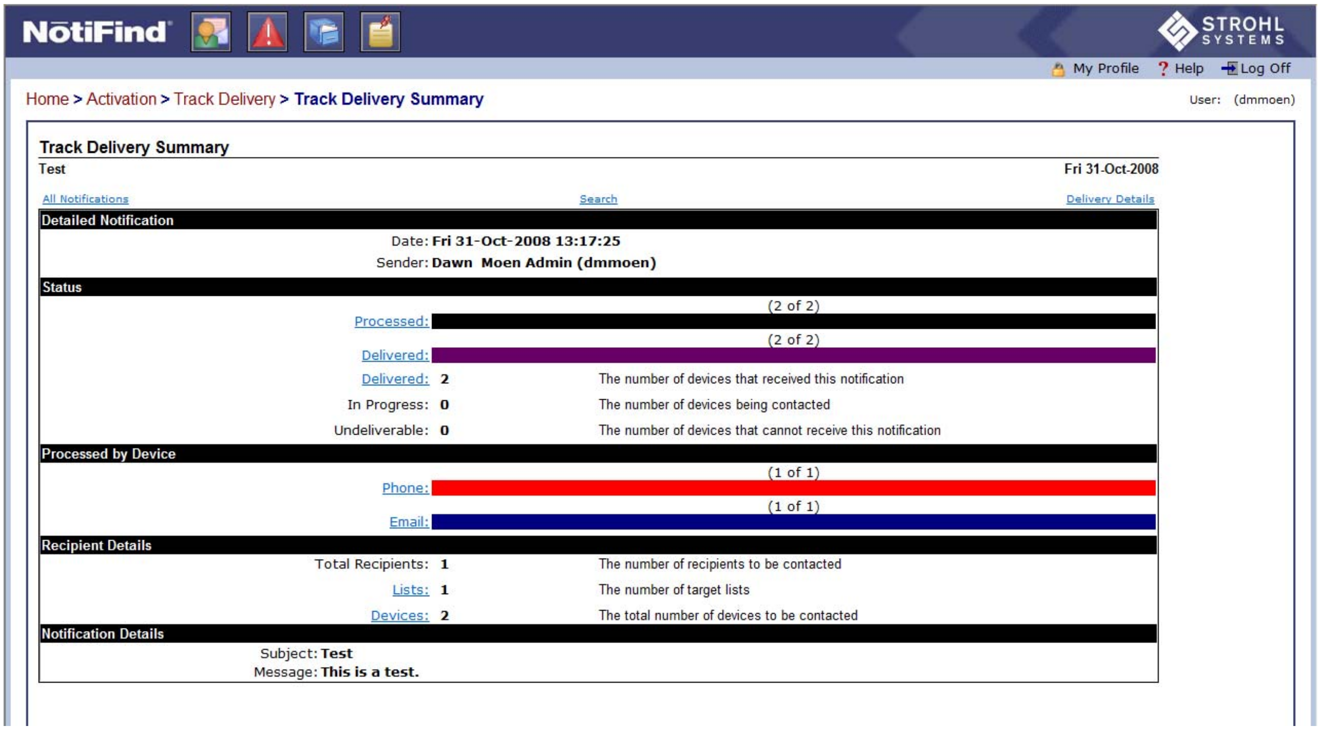
After you have set up your Saved Event, you can activate that event by clicking the green Activate button next to your Save Event.



The Track Delivery option allows you to track activations that you sent out.



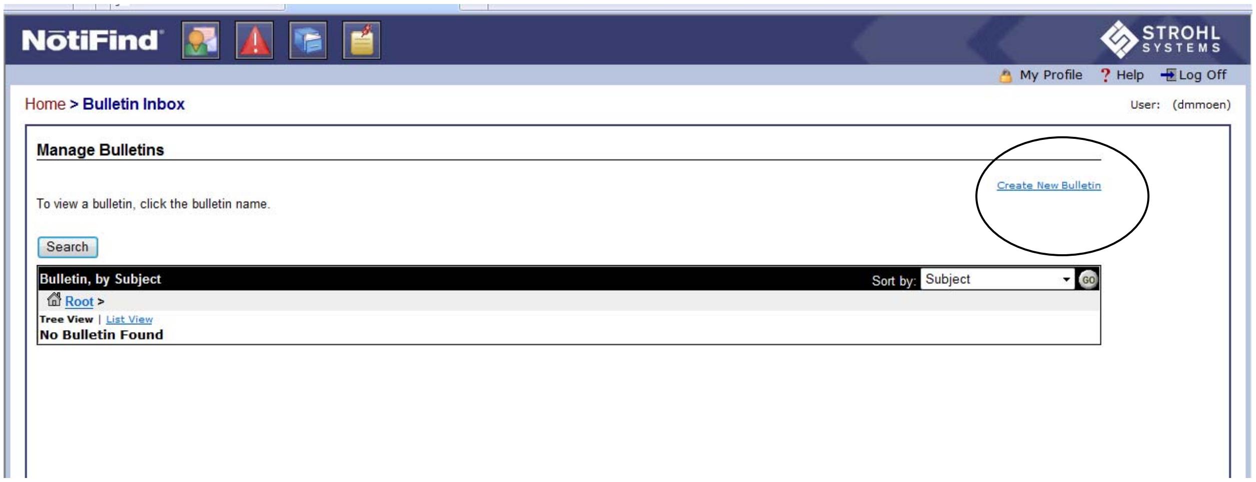
The screen below is the information provided. It is the exact screen you see after you have activated the system.



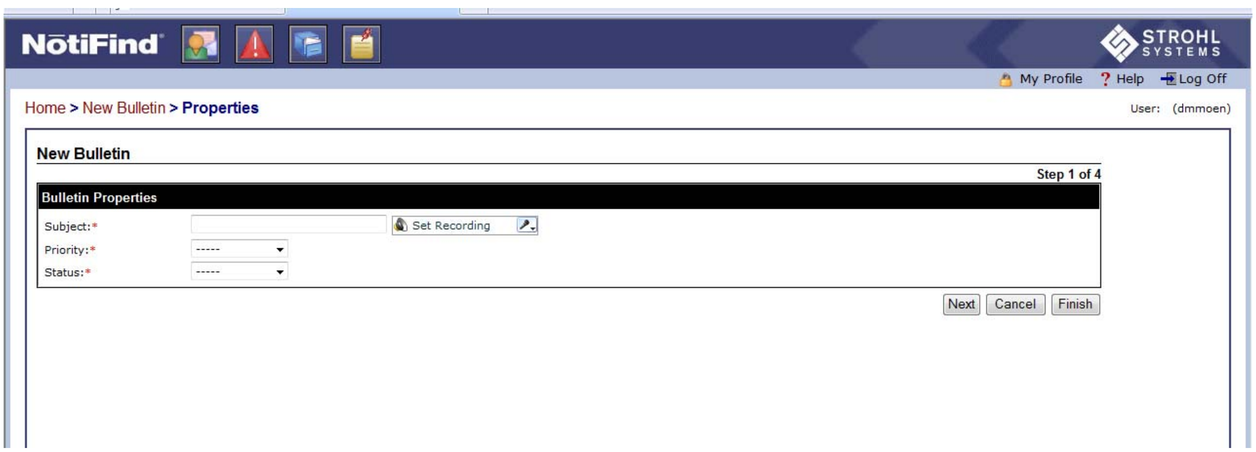
Bulletins Icon (Also known as Message Center)

The Bulletin Icon will allow you to view any current bulletins or create a new bulletin.

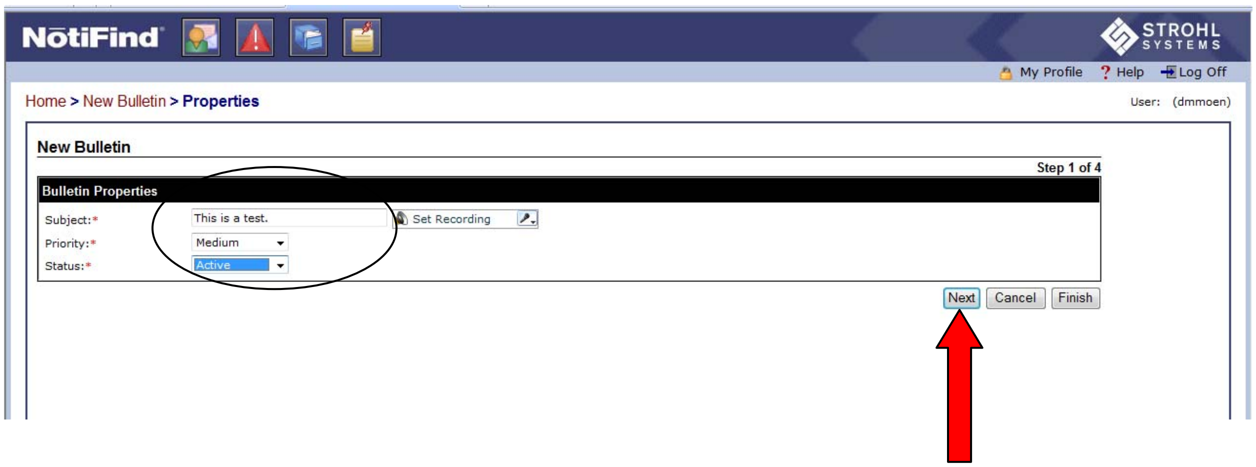
To create a new bulletin, click on Create New Bulletin.



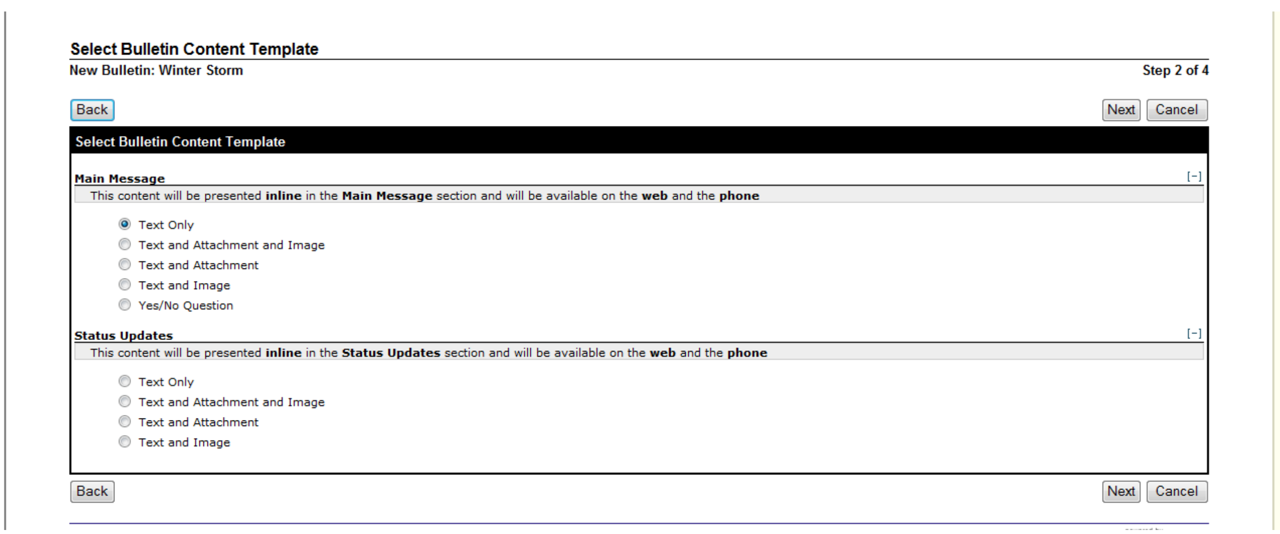
Then fill in the required fields which are Subject, Priority, & Status.



After you have filled in the required information, click Next.

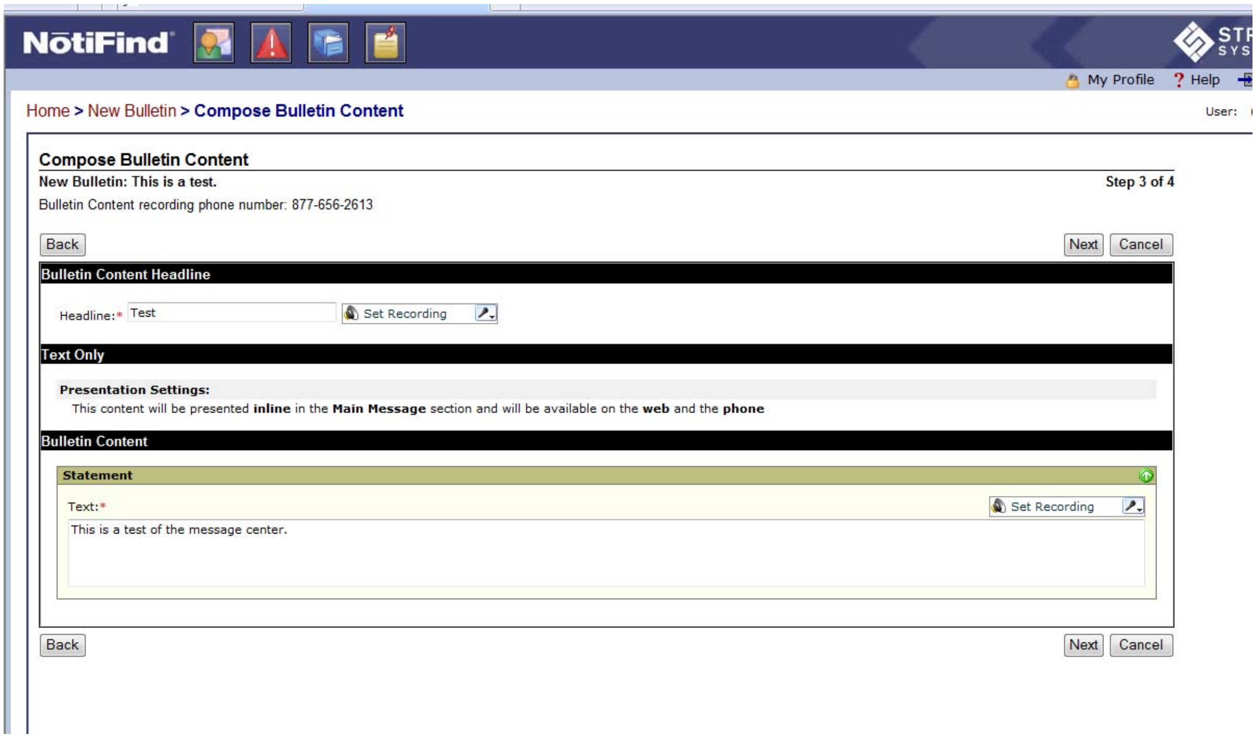


Under the Main Message, select either from Text Only, Text and Attachment and Image, Text and Attachment, Text and Image, or Yes/No Question. Then click Next.



*The selections under Status Updates should only be used if you are sending out an update from the **original** message.

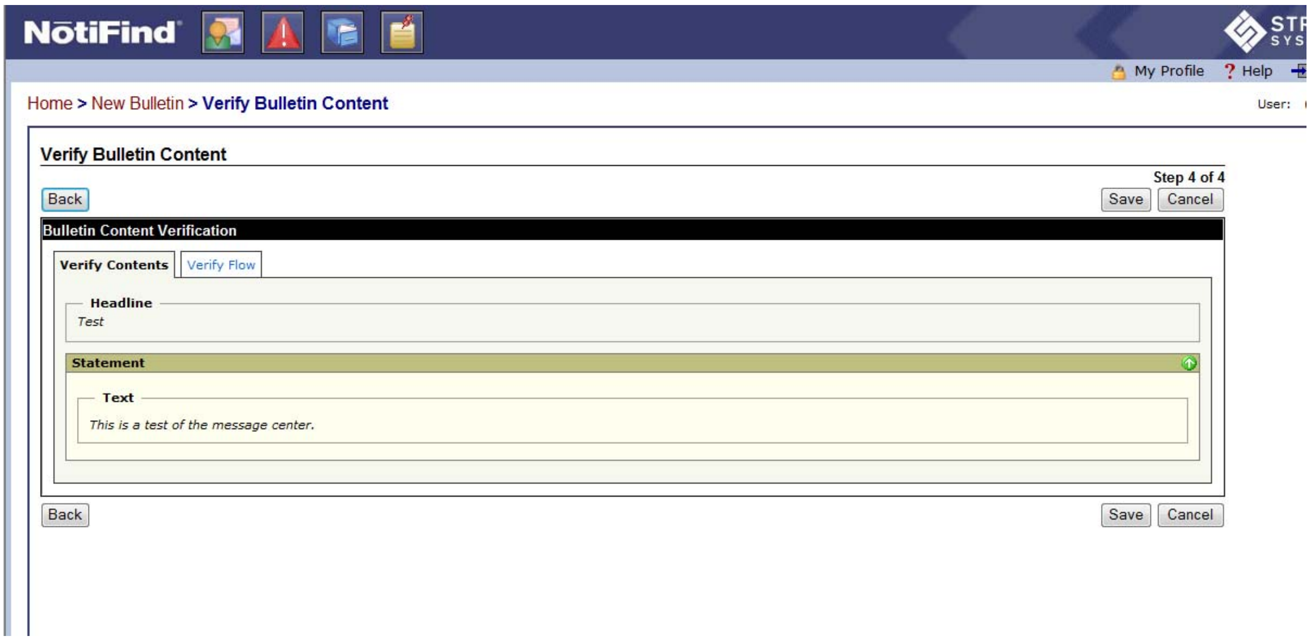
Fill in the information for the Headline and Text. The Headline is referring to the subject of your message. The text will be the message you would like your recipients to view. Then click Next.



Verify the information you have entered. If everything looks correct, then click Save.   If you want change something, then click the Back button.

Verify Contents – shows the headline and the message(s) to be delivered to the recipients.

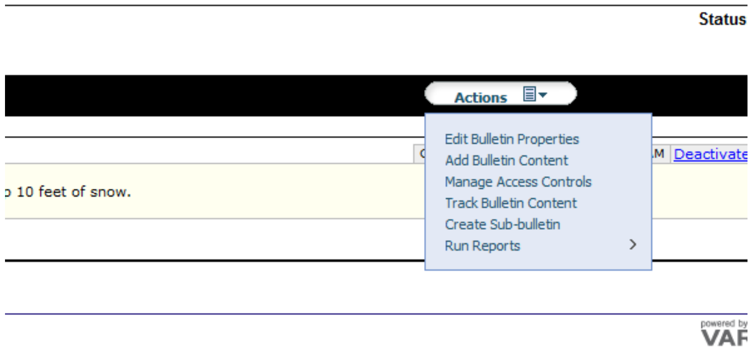
Verify Flow – show the bulletins as it will appear to the recipient, with any branching. Verify Flow is most useful for bulletins with questionnaires, since it allows you to see the flow of questions based on responses.



After you have clicked Save, you will now have other options available to you.

If you click on the Action drop down, these are following choices: Edit Bulletin Properties, Add Bulletin Content, Manage Access Controls, Track Bulletin Content, Create Sub-Bulletin.

*The Action you need to address is **Manage Access Controls**(explained below).



Edit Bulletin Properties you can update the Subject, Priority, or Status.

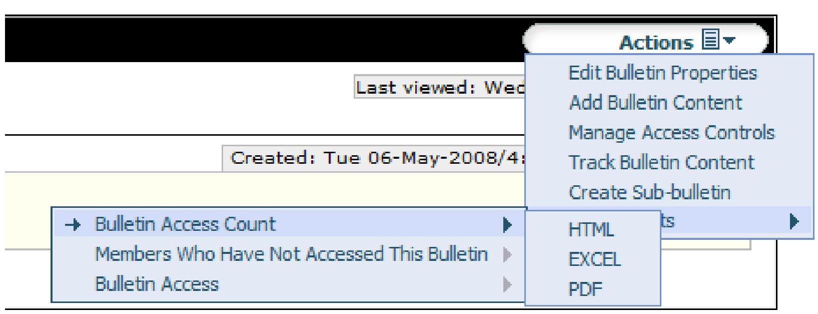
Add Bulletin Content will let you add or update the bulletin. You will not be able to edit any previous information that was put into the bulletin.

Manage Access Controls allows you to choose who will have access to the bulletins. Everyone refers to all authenticated users.

Track Bulletin Content – allows you to view delivery summary details such as how many people have responded to questions within the bulletin.

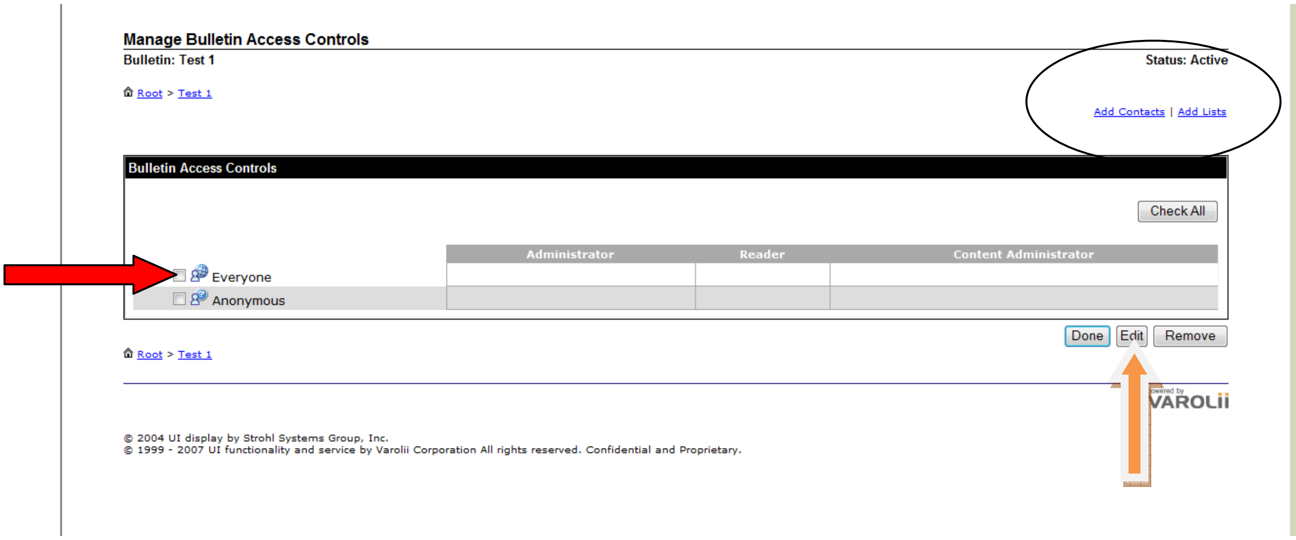
Create Sub-bulletins - are contained within a parent bulletin, to provide or collect related information. These bulletins can be distributed to the same Contacts as the parent bulletin, a sub-set of these Contacts, or entirely different ones. This allows the flexibility of directing the updated information to only those people who need it.

Run Reports – Run a selection of reports. See the selection of reports below.



*Manage Access Controls and Track Bulletin Content is shown in more detail below.

Below is the screen to begin Managing Bulletin Access Controls. This is where you will determine who will have access to view your message. Everyone and Anonymous is always available for you to give access to. If you chose a particular contact or a list, click on either the Add Contacts or Add Lists. If you do not identify either a contact or a list, anyone that logs into the system will be able to review your message.



In order to identify their permission set, put a check mark in the box next to that particular list or contact and then click Edit.

Anonymous Users are those non-authorized users; for example: customers, partners, and family members.

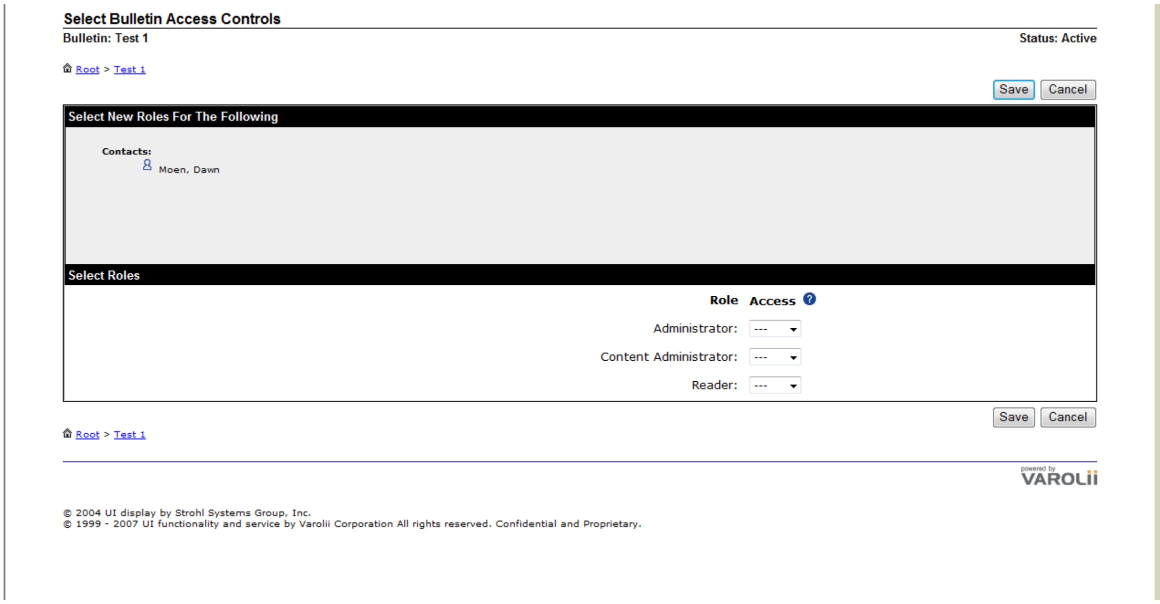
The roles are defined as **Administrator**, **Content Administrator**, and **Reader** and for each of those roles you can either Deny, Allow, or Not Set access for those roles.

Administrator – Full privileges to the bulletin. Users with this access can update or delete the bulletin
Content Administrator – Users with this access can view and update the bulletin but delete it.
Reader – Users with this access can view the bulletin but not update or delete it.

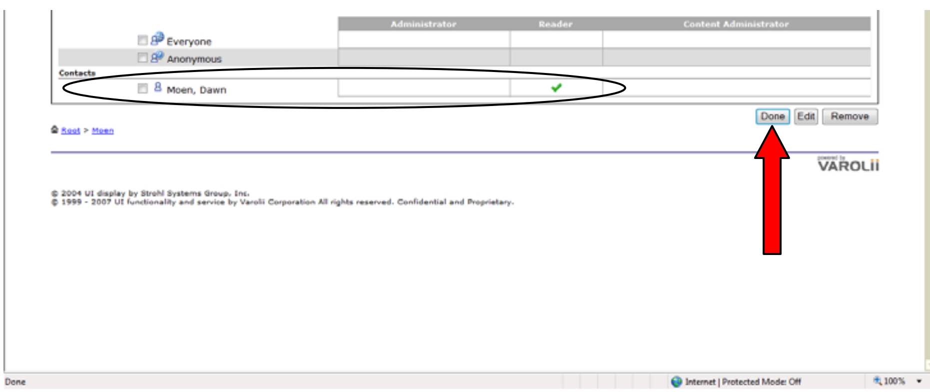
Not Set (--) – No access control is set for selected contacts and lists to the role specified.
Access Denied – Denies selected contacts and lists access to the role specified.
Access Allowed – Allows selected contacts and lists access to the role specified.

*It is recommended to ONLY choose one role to have access to the bulletin. Do not use the Deny feature, it is best to leave it Not Set. There are security sets within the user profile that will not allow your user to see anything at all.

Below, I have chosen just Dawn Moen to have access to the bulletin.

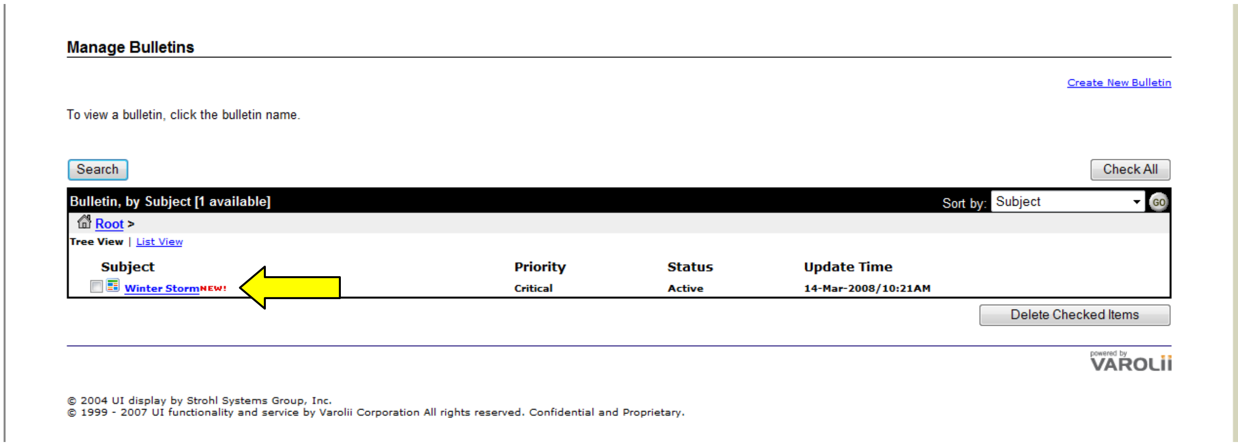


The screen below shows that I added a particular contact to review the bulletin as a Reader.



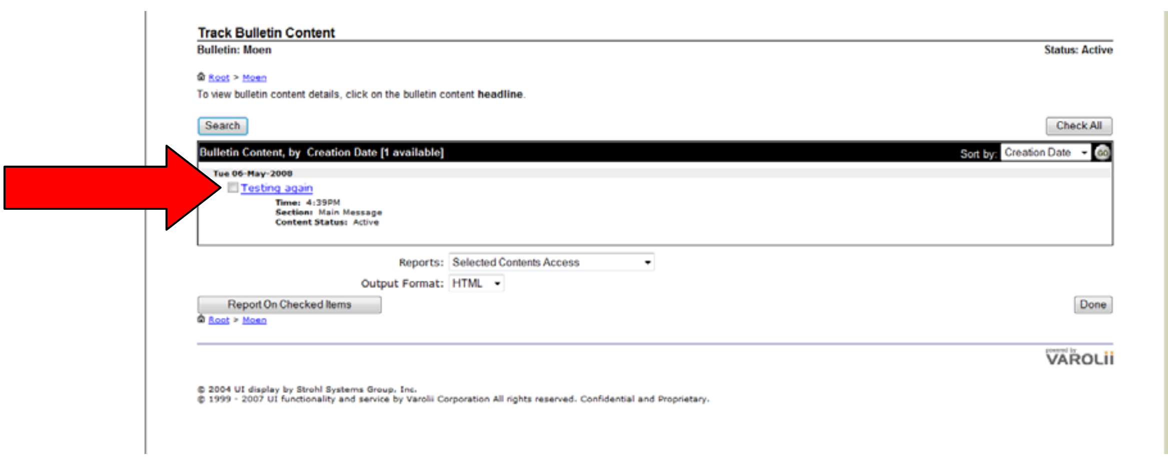
Then you will click Done.

When a new bulletin or update is available, the users' login page will have the Subject bolded and it also states "NEW!" next to the Subject.

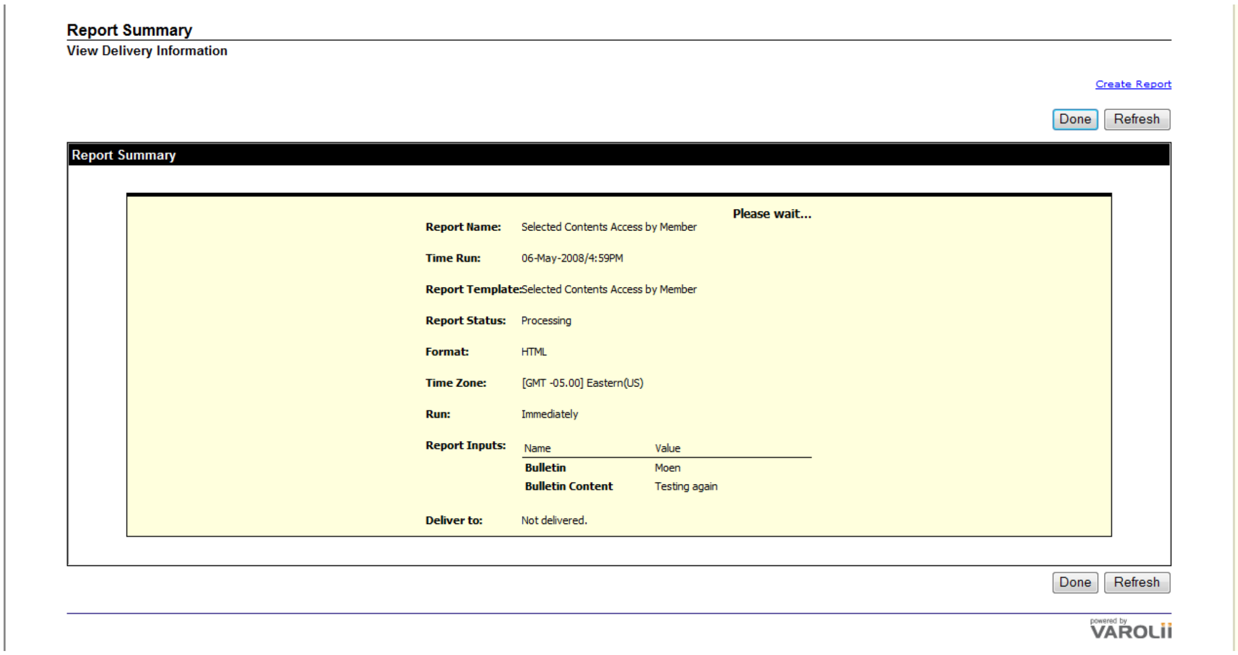


Track Bulletin Content – allows you to view delivery summary details, such as how many people have responded to questions within the bulletin.

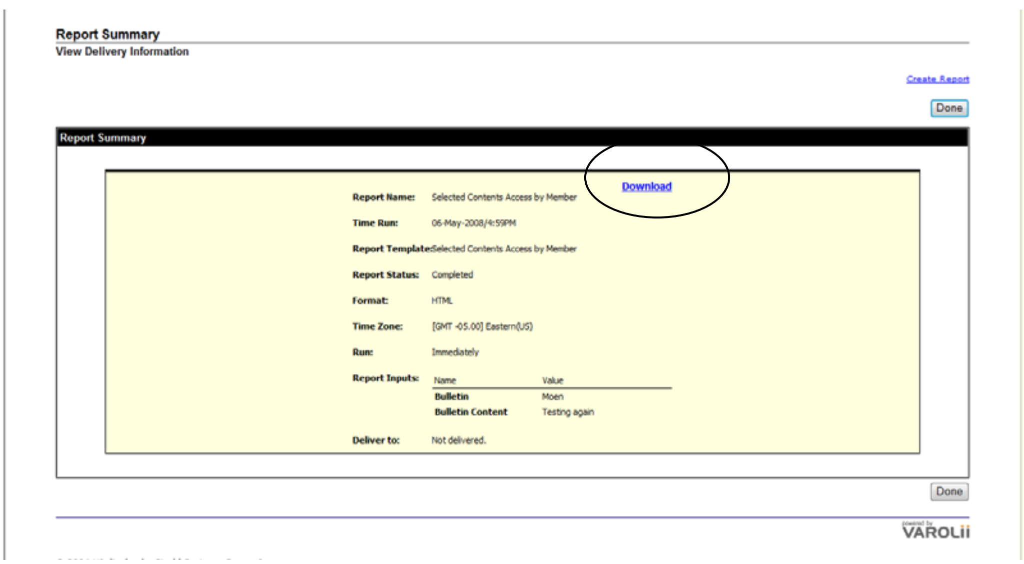
First, click the box next to the bulletin you wish to review a report on. Second, choose to run either the Selected Contents Access or Selected Contents by Member report. Thirdly, choose the Output Format from either HTML, EXCEL, OR PDF. Finally, click Report On Checked Items button.



This screen will come up.



Next hit the Refresh button until **Download** shows up.



Click on Download and your report will appear.

Below is an example of a report that is available within the Track Bulletin Content.

Report Prepared for: ND
Report Generated: 5/6/2008 4:59:53 PM
Bulletin Subject: Moen
Bulletin Creation Time: 5/6/2008 4:39:41 PM
Bulletin Update Time: 5/6/2008 4:39:41 PM
Selected Content(s): Main Message/Testing again

Last Name	First Name	Username	Section Title	Content Headline	Content Creation	Last Access	Device
!Admin	North Dakota	ndadmin					
			Main Message				
				Testing again	5/6/2008 4:39:41 PM	5/6/2008 4:53:46 PM	Web

powered by VAROLii

For any questions please contact:

Dawn Moen
NotiFind Administrator
dmmoen@nd.gov
701-328-7584